



Personal Property Policy Manual

Issued by

**Lawrence Berkeley National Laboratory
Property Management Group**

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Policy Manual

Further information about Berkeley Laboratory policies is available in the [Regulations and Procedures Manual \(RPM\)](#).

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Overview of Property Management Policies

This Manual sets forth the Property Management policies governing the acquisition, management, control, utilization and disposition of Government property entrusted to Lawrence Berkeley National Laboratory (LBNL) by the U.S. Department of Energy (DOE). These policies reflect the requirements defined in Contract 31, between the University of California and the DOE, for managing the Government's property as well as internally established policy. This Policy Manual has been reviewed and approved by the DOE, and is the authoritative document to be referred to in resolving personal property management issues at the Laboratory. Significant changes to or deviations from the policies defined in this manual must be approved by the DOE.

1.0 General Policies

1.1 Official Use Regulations

All property purchased by the Laboratory with DOE funds is U.S. Government property and must be used solely for official purposes, which are defined as, "the performance or support of Laboratory work or other purposes authorized by the Laboratory." Government-funded property, facilities and services may not be used for private commercial gain or personal benefit.

This policy recognizes and authorizes the "Acceptable Use" of a Government asset by a Laboratory employee as defined in RPM Section 9.01.

1.2 Non Government Owned Property

Non Government owned personal property shall not be installed in, affixed to, or otherwise made a part of, any Government-owned personal or real property. This restriction does not apply to the use and installation of privately owned decorative items or memorabilia in the workplace, provided that the structure or safety of the facility is not thereby degraded.

1.3 Theft of Laboratory Property

Theft, illegal possession, unlawful disposition, appropriation, or misuse of government property constitute federal offenses. Persons who engage in conduct prohibited by the Laboratory Property Management policies are subject to corrective action up to and including dismissal. The U.S. Attorney General or District Attorney may pursue criminal prosecution with consequences including fines and/or imprisonment.

1.4 Non-Laboratory Employees

Non-Laboratory employees who are furnished Government property in the name of an employee (Custodian) are responsible for following Laboratory Property Management policy. User privileges may be revoked for failure to follow such policy.

2.0 Property Management Responsibilities

2.1 University / Laboratory Director

The University of California, through the Berkeley Laboratory Director, is responsible for the efficient and economical management of all personal property in the custody of the Laboratory throughout its life cycle. Areas of responsibility include proper acquisition, receiving, identification, storage, use, maintenance, excess, salvage, and disposal.

2.2 Deputy Director and Chief Operating Officer

The responsibility and accountability for the efficient and economical management of all personal property in the custody of the Laboratory flow through the Deputy Director and Chief Operating Officer from the Director to Laboratory line management.

2.3 Chief Financial Officer

The Chief Financial Officer is responsible for assuring the effective implementation of Property Management policy.

2.4 Division Director Responsibilities

Division Directors are responsible for the general management, proper use, maintenance and protection of property entrusted to their Divisions. Their decisions regarding acquisition, need, and storage of property items as well as the management of storage and operating areas, must be in compliance with Laboratory policies.

The Division Director or proxy will designate a Division Property Representative to carry out assigned property management responsibilities.

2.5 Business Managers

Business Managers represent the Division Director in the execution of divisional property management responsibilities. The Business Manager is the primary management interface between the division and core Property Group.

2.6 Division Line Management

Line Management is responsible for informing all property custodians/users of their responsibilities toward property, and ensuring effective management of property within the Division. Line Management determines the need for assigning taggable property to custodians, and evaluates and approves requests for removal of property from the laboratory. Line Management takes corrective action on violations of property management policy.

2.7 Division Property Representative

The Property Representative is the primary interface with the core Property Group on day to day operational activities involving personal property. Property Representatives are responsible for executing and/or coordinating several specifically defined decentralized property management activities and act to assure Division compliance with property policies. Property Representatives are responsible for ensuring that all division property records are accurate and current.

Although some Property Representative functions may be appropriately delegated to others, the Property Representative remains the primary point of contact for the Division on property management activities.

2.8 Division Property Coordinator

Property Coordinators may be appointed by Divisions to assist their Property Representatives in the administrative details of property management. Property Representatives and Coordinators work together to execute divisional property management responsibilities.

2.9 Property Custodians

Property Custodians are career employees who are assigned one or more items of property to use in the performance of their work. Custodians must follow Laboratory Property Management policies and procedures and take reasonable measures to safeguard property against theft, loss, destruction, and damage consistent with the environment in which the property is being properly used.

Property custodians must promptly report lost or stolen property to the Security Office, their Property Representative and the core Property Management Group. They must promptly report property that is damaged or destroyed to their Property Representative and the core Property Group.

Property custodians may be held financially liable for repair or replacement of property that is lost, damaged, destroyed or stolen due to the willful misconduct or gross negligence of the custodian. "Gross negligence" in this context means intentional neglect or reckless disregard for the duty to protect government property.

2.10 Property Management Organization

Property Management is responsible for oversight: the development of policy and procedures, quality assurance, division oversight and audits, and inventory management. Property Management is also responsible for support and guidance: training, maintaining the Asset Management System and updating the property web site.

2.11 Property Management Advisory Board

The Property Management Advisory Board (PMAB) serves at the request of the Laboratory Property Manager; providing objective, and independent advice, input and feedback on a broad range of personal property management issues and topics. The Board's agenda is also generated by specific tasking by the Property Manager as well as by self-identified initiatives. (see Advisory Board Charter attached)

3.0 Acquiring Property

All Laboratory property acquired through Government funding is owned by the United States Government.

Property Management, Procurement and Facilities (Receiving) are responsible for identifying acquired items as "controlled" or "sensitive." Property Management and Receiving are responsible for properly marking the property with barcodes and U.S. Government labels as appropriate.

Property that has been designated excess by the General Services Administration, the Department of Energy, the Department of Defense, or other federal agency, is considered the first source of supply to the Laboratory.

Property acquired by a university campus in the course of performing work under an Intra-University Transaction (IUT) is subject to the same policies and procedures as if directly acquired by the Laboratory. Title to property acquired by a campus after June 1, 1994, not meeting controlled or sensitive criteria, remains with the campus.

3.1 Receiving and Tagging Property

3.1.1 Receiving Property

All property items must be received in the Receiving department or at an officially designated forward delivery location. Under unusual circumstances Property Management may authorize an exception for delivery to another location. If an exception is granted, the individual who takes delivery of the item(s) must, upon receipt of the item, create an official record and forward copies to Property Management and the Receiving Department the same day.

3.1.2 Tagging Property

Property tagging must be completed as part of the official receiving function for all controlled and sensitive items. Payment will not be authorized until the item has been officially received. Unusual circumstances may dictate an exception to this procedure, but it must be authorized by Property Management but only upon completion of an official receiving record.

3.2 Fabricated Assets

Upon notification from Property Accounting or the Division that an item has been built with funds established from a fabrication account, Property Management will review the equipment, barcode tag it, take two digital photographs of it and create the asset in the Asset Management System. Property Management will not create an asset if they cannot inspect and tag it.

3.3 Controlled Substances

Controlled Substances are acquired, received, utilized, secured, inventoried and disposed of in accordance with the Laboratory's Controlled Substance Protocol. (APPENDIX A)

3.4 Marking Property

Property will be marked as Government property in order to establish ownership. Marking methods may include special labels, etching, dye marking, or other suitable means of establishing ownership when a method beyond conventional tagging is required.

Two types of Laboratory property are tagged with a unique number and recorded in the Property Database:

Controlled Property

Property that does not lose its identity throughout the lifecycle, has a useful life of two or more years, and an acquisition or fabrication cost of at least \$5,000, regardless of funding.

Sensitive Property

Property that is highly portable, easily converted to personal use and is more susceptible to theft than other equipment. Property is considered sensitive by definition regardless of cost. (See Appendix B, Sensitive Item List)

All controlled and sensitive property items are subject to inventory, assigned and tagged with a unique property identification number and recorded in the database.

Identification markings must be removed, to the extent practical, before disposal of property outside of the Department of Energy.

4.0 Property Control

The Laboratory imposes levels of control over property that are consistent with its useful life, cost, and sensitivity:

- Administrative controls.
- Property marking.
- Property number tagging and recordkeeping.
- Sensitive property determination.
- Physical control.

4.1 Administrative Controls

Administrative controls are placed on all property, regardless of useful life, cost, or sensitivity. The various checks and tracking include

- Independent authorization for purchase.
- Independent verification of receipt.
- Loss and theft reports

- Material pass or shipping document for removal of property.
- Perimeter fencing
- Check out procedures for terminating employees

4.2 Property Marking

Where the property surface is suitable for marking, it will be marked as U.S. Government property in order to establish ownership. The range of marking methods that may be used include special labels such as the Low Value Tag or Barcode Label, etching, dye marking, or other suitable means of establishing ownership.

4.3 Property Number Tagging and Recordkeeping

Property subject to inventory will be tagged with a unique property number and a detailed record will be established in the Property Database. Initial custodial assignment and each change in custodial assignment thereafter is documented by automated e: mail notification to the custodian that an asset has been assigned.

4.4 Sensitive Property Determination

Property meeting the definition of sensitive is placed on the Sensitive Property List (Appendix B). The list is reviewed annually and items are either added or deleted as appropriate. The list is submitted to the Site Office for review and approval.

4.5 Physical Control

Property must be appropriately secured to ensure protection from theft or damage.

5.0 Property Records

The Laboratory maintains records of tagged property that are accurate and current. Individual control records are maintained for the following categories of property: controlled and sensitive.

Perpetual inventory records are maintained for: precious metals, stores inventories, stock records and potable alcohol.

5.1 Property Management Group

The Property Management Group owns the Asset Management System and is responsible for maintaining it, establishing Laboratory property management standards and criteria, and ensuring that property is effectively managed.

5.2 Procurement

Procurement is responsible for the accuracy of information about property that is transferred between FMS and the Asset Management System.

5.3 Receiving

Receiving is responsible for the accuracy of information entered into FMS during the receiving process: manufacturer, model, serial number and DOE barcode number.

5.4 Property Accounting

Property Accounting controls the financial data in the Asset Management System for all capital assets and fabrications.

5.5 Asset Management System

The Laboratory maintains an automated, centralized property record of all tagged property: the Asset Management System. The record in the Asset Management System for tagged assets contains information such as the following:

- Nomenclature
- Manufacturer and Model
- Acquisition value
- Depreciation
- Net book value
- Acquisition date
- Acquisition account
- Unique identifier (property number)
- Acquisition document number (purchase order number)
- Initial event (acquisition type: purchase, transfer etc)
- Final event (retirement type: sales, transfer, stolen etc)
- Custodian
- Serial number
- Federal Supply Classification (FSC)
- Asset Type
- Asset identification
- Division (steward)
- User
- Location
- Owner (title holder)

5.6 Stewardship, Property Representative, Custodian, and Location

All items of controlled or sensitive property will be associated with a Steward, Property Representative, and a Property Custodian, each with specific responsibilities for the care and recordkeeping of property items.

5.7 Change in Division and Property Representative Accountability

Any Property Representative may initiate a change in stewardship, but both property representatives must agree on the transfer of stewardship.

The relinquishing Property Representative must provide documentation that supports the transfer. The property custodian and location of the item must be verified before the transaction can take place. Accountability remains with the relinquishing organization until the transfer has been acknowledged by both Property Representatives.

5.8 Employee Termination

When an employee's association with the Laboratory is terminated, all tagged property currently assigned to the terminating employee must be accounted for and reassigned by the home Division. A reassignment of asset(s) shall not be arbitrary, and requires the new custodian to actively accept the assignment.

6.0 Property Inventory and Reconciliation

The core Property Group is responsible for developing and implementing an Annual Inventory Plan (Appendix C) that is reviewed and approved by the Site Office. Divisions will inventory and reconcile personal property (Controlled and Sensitive) assigned to them in accordance with the plan.

6.1 Property Found on Works

Untagged controlled and sensitive property items found on the worksite (PFOW) will be reported to the core Property Group for investigation and will be tagged and entered into the Asset Management System.

6.2 Precious Metal

The core Property Group is responsible for planning and conducting the precious metal inventory. Four unannounced spot checks will be conducted annually.

6.3 Controlled Substance

The core Property Group is responsible for planning and conducting the controlled substance inventory.

6.4 Inventory Adjustments

Property Management reviews adjustments to the inventory and determines whether or not appropriate reconciliation efforts and remedial action have been taken. When the found Property has been identified and documented to satisfy the procedures for recording property in the Database, Property Management formalizes the adjustment and approves the inventory.

6.5 Nonconforming Inventories

A Division must report to Property Management if it is unable to satisfy even the minimum requirements, despite strenuous efforts to reconcile its inventory. If this occurs, the Division Property Representative will prepare a report explaining the causes for loss of control and outlining the remedial actions planned and implemented to safeguard against waste, loss, theft, and misuse of property. The report will be signed by the Division Director and sent to Property Management along with the list of property that cannot be located. Property Management will forward the inventory report to DOE for review.

In some cases, especially based on a statistical sampling inventory, a division with non-conforming inventory results may be required to perform a 100% inventory.

6.6 DOE Access to Inventory Records

In accordance with the terms of the contract, DOE has the right to inspect inventory records.

6.7 Reconciling the Inventory

If the inventory results in unaccounted-for items, Property Management will conduct a formal review of the process to determine whether or not all due diligence has been applied to locate any unaccounted-for property. Items that remain unaccounted for are considered to be candidates for retirement.

Each division prepares documentation for all unaccounted-for property items, submits the documentation to Property Management, and formally recommends unaccounted-for property items for retirement. Property Management reviews the Division list and if it concurs with the recommendations, initiates retirement of the unaccounted-for items.

7.0 Property Review

The core Property Group ensures the quality and accountability of the property management system by conducting a review of each division's administrative areas every three years. The purpose of the review is to monitor the accuracy of property custodian assignment, the property number, the serial number, and location and to verify that property assets identified with a barcode number are entered into the property database.

Property Management is responsible for ensuring that reviews are scheduled every three years. The appropriate Property Liaison and the Division Property Representative perform the review together.

The Property Management organization establishes the review process and recommends actions to the division management. The division receiving the recommendations is responsible for correcting any deficiencies or discrepancies within a specified time.

The goal of the Review is to ensure the quality and integrity of the property database and accountability for property by

- Ensuring appropriate application of policies and procedures.
- Comparing property items identified with a barcode number to the property database for accuracy of custodian.
- Comparing property items identified with a barcode number to the property database to ensure that the property has been recorded.

8.0 Utilization Walk-Through Program

The Laboratory has implemented a walk through program of all space based on a three year cycle.

Property Management, through the Property Representative, is responsible for ensuring that reviews are scheduled every three years. Observations of a division's space made during routine liaison activities and annual inventories, in addition to analysis of division asset activity may be used to provide for waiving a scheduled walk through. Successive scheduled walk throughs cannot be waived.

Property Management conducts the Walk-Through with the participation of the Property Representative. Line Management, the Business Manager and a representative from DOE is invited to participate.

A written report is prepared and issued after each walk through. Property Management validates Walk-Through actions and, if necessary, recommends any remedial action to the division management, who is responsible for developing a plan to correct the deficiencies or discrepancies within a specified time.

Untagged controlled and sensitive property items found on the work site during a Walk-Through will be appropriately tagged and recorded into the Property Database.

9.0 Equipment Held For Future Projects

It is the policy of the Laboratory to maximize the use of personal property. The intent of the Equipment Held For Future Projects program is that property will be

- Retained when economically justified
- Made available for use by others

On the basis of approved economic justification for retention, requesting groups place in storage such property for a known future use or a potential use in either planned projects or future experiments.

The EHFFP program excludes the following:

- Spare equipment that is a backup for equipment in service,
- Spare equipment and equipment that is defined as standby,
- Excess plant equipment,
- Original crating material held for reuse.

10.0 Disposition of Property

It is Laboratory policy that supplies, materials and equipment no longer required for the needs of the Laboratory either be made available to Government and state agencies through the excess process or be sold to reduce the cost of Laboratory operations, as appropriate.

Facilities Management's, Warehouse Group administers the Laboratory program for the disposition of government property through donation, reutilization, and sales. The Warehouse Group determines the most beneficial method for final disposition of excess and scrap material to minimize waste and to maximize reutilization and proceeds.

Excess property is equipment and material no longer needed by a division. It includes both property numbered items (sensitive and controlled) and non property numbered items.

Property that is excess to the needs of the Laboratory is made available to other DOE entities through the Energy Asset Disposal System (EADS) and to other government agencies through the General Services Administration (GSA) reutilization process.

All personal property shall be reviewed against "high risk" criteria prior to being disposed.

10.1 Reutilization of Property

The Laboratory encourages the reutilization of property within and between divisions and to other Government agencies.

10.2 Cleaning, Sanitizing and Destruction of Hard Drives

The Information Technology Division is responsible for the policy and procedures for clearing, sanitizing, and destroying information system storage media, memory devices, and other related hardware utilized at the Laboratory.

All computer hard drives are removed and destroyed when the asset enters the excess process. This applies equally to computers that are being placed into excess from an off site location. Any exception to this policy must be approved in writing by IT, and copied to the Property Manager.

11.0 Retirement of Property

Property Management alone is authorized to retire actual property from the database. The Offsite Warehouse is authorized to retire assets as salvaged, donated or sold "as is" in Bid-Lot-sales. Following are the justifications for retirement of property:

- Abandonment
- Excess Disposal (salvaged/sold)
- Trade In

- Return Property of Others
- Asset Creation Error
- Incorporated into Larger System
- Transfer
- Dismantled/Cannibalized
- Returned to Vendor
- Unaccounted for after Inventory
- Donation
- Stolen
- Unlocated

11.1 Trade-Ins

Trade Ins are processed through Procurement. This policy includes property under warranty where the vendor has a policy of replacement rather than repair. Upon notification from Procurement that a Trade In has been processed Property Management retires the asset.

Any adjustment to the acquisition value based on trade-in is a Property Accounting function.

11.2 Loss, Damage and Destruction of Property

Property is considered lost if its location is unknown and all efforts to locate the item have not yielded positive results. Property is considered destroyed or damaged when the item is beyond economical repair. The Property Management Division approves retirement of the item in the Asset Management System when the circumstances of the loss, destruction, or damage beyond economical are stated in sufficient detail to establish that the equipment is not likely to be located later at the Laboratory or found to be in working order.

Any residual property is processed as excess.

Property Management reports all loss, damage and destruction of property greater than \$1000.00 per asset to the Site Office on a quarterly basis.

Line Management is responsible for formally reviewing the circumstances surrounding the loss, damage or destruction and taking action as appropriate.

11.3 Dismantled/Cannibalized Property

Property Management retires dismantled, or cannibalized, property upon receipt of a Property Asset Retirement Form, which must include supporting documentation. Property Management cannot retire the item unless the circumstances are documented in sufficient detail to establish that the property has been dismantled. Upon acceptance of the evidence, Property Management authorizes retirement of the property number. Any residual property is processed as scrap.

11.4 Stolen Property

The Laboratory security organization investigates missing property reports to establish whether in fact a theft has taken place. When the Laboratory security organization establishes that property has been stolen, it is reported to Property Management on an Incident Report. Property Management approves the retirement of stolen property based on the Incident Report.

Property Management reports all stolen property to the Site Office on a quarterly basis.

11.5 Abandonment of Property

Property may be abandoned if it is off-site, has no commercial value, or if the value of the property is so low that the cost of its care and handling would exceed the estimated proceeds from its sale.

The request to abandoned property is submitted by the Property Representative, after approval by the Business Manager. The Property Manager is authorized to approve domestic abandonments. Requests to abandon property in a foreign country are reviewed and submitted to DOE for approval.

11.6 Property Unaccounted-for as a Result of Inventory

Property Management ensures that appropriate reconciliation efforts and remedial action have been performed before it approves the results of the inventory. Upon approval of the inventory results, Property Management provides a list of assets that were unlocated to the Security Office and Property Accounting.

11.7 Property Transferred Outside the Laboratory

Property that is no longer needed can be transferred outside the Laboratory. Property may be transferred to other DOE agencies, to other federal agencies, or to other public (nonfederal) agencies.

Property Management must review and the Property Manager approves all transfer agreements. When the transfer documentation is complete, Property Management retires the asset.

11.8 Donations of Property

Excess personal property that has completed appropriate screening through the Federal Disposal System/Energy Asset Disposal System (FED/EADS) and has become surplus to the needs of Federal agencies and other eligible recipients may be considered for donation.

In accordance with 41 CFR 102-37, surplus personal property may be donated to educational institutions or non-profit educational organizations for educational activities.

In support of Executive Order 12999 and in compliance with the 41 CFR 109.50.2, to improve math and science education programs, property that has become excess to the needs of the Laboratory may be gifted to K-12 school districts or to non-profit educational organizations.

Prior to gift or donation, the property must be made available for reutilization to the Laboratory and DOE.

Facilities Management manages and coordinates the Laboratory's donation and Gift Program.

11.8.1 Donations to Institutions of Higher Education

Laboratory property on loan to qualifying institutions may be donated to the institution at the expiration of the loan if the property is no longer needed by the Laboratory and is not picked up during expedited screening in EADS.

11.9 Sale of Property

Property is sold after completing the excess screening process. Disposition of surplus items can be accomplished by public, competitive sales using the sealed bid method or bid-for-assets. Property numbered assets that are sold are retired from the Asset Management System by the Warehouse Group, based on the shipping document. Government markings are removed from assets at the time of sale.

Laboratory employees shall be given the same opportunity to acquire Government personal property as is given to the general public, provided employees warrant in writing prior to award that they have not either directly or indirectly: (1) obtained information not otherwise available to the general public, (2) participated in the determination to dispose of the property, (3) participated in the preparation of the property for sale, or (4) participated in the determination of the method of sale.

The Property Manager, Warehouse Supervisor and warehouse staff and prior custodians of assets are prohibited from participating in such sales.

12.0 Property Removal

Property may be removed from the Laboratory with proper authorization and documentation. This policy applies to the removal of all property in the custody of the Laboratory, all property identified as property of the Laboratory, and all property known by the individual removing the item to be in the custody of the Laboratory. The documentation identifies the individual removing the property, the property being removed and justification. Removal is authorized by:

1. Property Pass: used for removals by individuals for specifically-identified items to track and document, (1) the authorized use of Government assets at a personal residence, (2) Government assets approved for use on official travel, and (3) the removal of Government assets to an off site location for use on Laboratory business.
2. Shipping document: used for shipments by commercial carrier or items hand-delivered by Laboratory personnel to off-site locations. Property Management must sign off on all shipping documents, in advance of shipment, when tagged property is involved. If the property being shipped is associated with a purchase order, authorization by the procurement organization is required.
3. No shipping document shall be processed or shipment executed when tagged property is being shipped to a domestic location without a copy of the High Risk Review being attached or to a foreign location without a copy of the High Risk Review and Export Control Review being attached.
4. The following are exceptions to this policy. A Property Pass is not required for removal of the following items from a Laboratory worksite:
 - Stationery items, binders or work papers
 - Laboratory briefcases.
 - Radio pagers/cell phones/personal data assistants
 - Computer diskettes.

13.0 Property Loans

Laboratory property may be loaned for research, studies and other efforts that result in benefits to both the Laboratory and the borrower. Loans are for the purpose of ensuring continued research, development and training activities. Property may be loaned to other DOE organizations or contractors, federal agencies or an organization that has a valid Federal contract, grant, treaty, international or collateral agreement substantiating that the property will be used only for official purposes. Property Management is responsible for ensuring that loans are conducted consistent with property regulations.

Exception: In emergency conditions, Property may be loaned to local agencies in support of military operations or in consideration of health, safety or security requirements.

13.1 Prohibitions

- The Laboratory will not procure or retain property for the purpose of making a loan.
- Property will not be loaned to consultants for work under a consulting agreement with the Laboratory. Property will not be loaned to an individual.

13.2 Loan Conditions/Terms

- Loans require approval of the Organizational Property Management Officer (OPMO).
- All loans must be documented by a Personal Property Loan Agreement, DOE F 4420.2
- Domestic loans may be approved for a period of three years; Foreign loans for a period of one year with provisions for one year extensions, with a maximum loan period of five years.
- Foreign loans require the approval of the DOE Property Executive.

14.0 Collaboration

Laboratory property provided (acquired or fabricated) as LBNL support to a formal collaboration is managed in accordance with the policies in this manual. Such property remains accountable to the steward and custodian of record until the collaborative effort ends, and the property is returned to the Laboratory. A formal collaboration must be supported by a written agreement, signed by the collaborators and identifying each collaborator's role and responsibility. Tagged property provided in support of a collaboration is subject to all inventory requirements.

Exception:

In the case of a formal collaboration, where it is known or determined from the onset that the Laboratory's property supporting the collaboration will not be returned to the Laboratory, such property will be transferred or donated to the host organization at the earliest opportunity.

15.0 Technology Transfer

Property developed by the Laboratory that advances the national technology base may be provided to outside researchers or to commercial firms capable of marketing the technology. The property will be loaned, not granted, to recipients in every case in which the use is consistent with the nature of the property and the technology development strategy. However, property may be transferred as part of a licensing agreement.

The Technology Transfer Office is responsible for

- Reviewing and approving requests to transfer Laboratory-developed property that advances the national technology base to outside researchers and commercial firms.

- Determining whether Laboratory-developed property should be loaned or transferred to the outside researcher or commercial firm.
- Maintaining supporting records on Laboratory-developed property loaned or transferred to outside researchers and commercial firms.

Each employee who possesses Laboratory-developed property that advances the national technology base must obtain prior approval from the Technology Transfer Office before requesting removal or shipment to an outside researcher or commercial firm. For tagged property, the approval of the Property Manager is also required.

Property Management is responsible for formalizing loan agreements between the Laboratory and outside organizations.

16.0 Property Belonging to Others

Property belonging to others is personal property that is in the custody of the Laboratory but that the Laboratory does not hold title to; it may belong to other DOE contractors, federal agencies, vendors, subcontractors or other entities.

All property belonging to others that meets the criteria for *controlled* or *sensitive* property, with the exception of borrowed or leased property, must be tagged, recorded in the Asset Management System and tracked, until returned to the owner.

All property belonging to others must be supported by a borrow agreement, lease agreement, subcontract, MOU/MOA or Work For Others Agreement that establishes a formal relationship between the Laboratory and other party, defines the Laboratory's liability for the property and authorizes its use at the Laboratory. Personal property not supported by such an agreement is prohibited from being brought onto/into Laboratory space.

16.1 Lease To Own (LTO)

Lease To Own (LTO) property that meets the criteria for tagging must be tagged, recorded in the Asset Management System and tracked. The Asset Management System must reflect that title rests with the Laboratory.

16.2 Property Borrowed for Use

Property may be borrowed from the Department of Energy or other Federal Agencies when it is practical and economical. Borrows are normally for less than one year.

16.2.1 Property Borrowed for Testing

Property that is borrowed from a commercial vendor for testing in anticipation of acquiring the property is the sole responsibility of the division executing the borrow. The division is responsible for documenting the borrow in writing, adequately addressing the Laboratory's liability and managing and controlling the asset until it is either returned to the vendor or formally acquired. If it is acquired and requires tagging it is the responsibility of the custodian to notify Property Management.

17.0 Subcontractor Property

Property that is furnished to or acquired by a subcontractor in the course of performing work under a subcontract, purchase order, or any other procurement action or funding document written by Procurement is government property, unless otherwise specified in the agreement.

Subcontractors are accountable for all government property in their possession, and they must manage, control, and protect that property in a manner consistent with DOE Contract 31 and Laboratory Property Management Policies and Procedures. Subcontractor property falls into one of two categories: Government Furnished Property (GFP) or Subcontractor Acquired Property (SAP).

The Property Management Group is responsible for ensuring that property at subcontractor sites is controlled, administered, and disposed of according to Property Management Policies and Procedures.

Conditions:

- The subcontractor must have an approved property management system
- Subcontractors in possession of property valued at \$500,000 or more are required to submit written property management procedures and are subject to audit and/or inventory by Laboratory Property Management.
- The Property Management Group is responsible for ensuring that all property is recovered, accounted for, and/or covered by some formal agreement at the completion of the subcontract. Procurement cannot close an agreement/subcontract with Government Furnished Property (GFP) or Subcontractor Acquired Property (SAP) unless they have cleared all property issues.

18.0 Miscellaneous Property

18.1 Precious Metals

Precious metals are specifically defined by the DOE as; Gold, Iridium, Osmium, Palladium, Platinum, Rhodium, Rhuthenium and Silver. They are made available to Laboratory researchers and engineers and may be held only by Laboratory career employees. As of May 1, 2004, holdings valued at less than an acquisition cost of \$250 will not be tracked and will be considered consumed at the point of receipt. Previous holding below the \$250 threshold will also be considered to have been consumed.

Annual inventories are conducted in accordance with the Laboratory's Inventory Plan.

18.2 High Risk Property

The Laboratory shall take all reasonable steps to safeguard and protect Government property meeting the definition of "high risk". All property shall be reviewed against "high risk" criteria before being transported off site.

18.3 Gifts

The Laboratory cannot accept gifts. Gifts may be given to the University of California and used at the Laboratory. The Sponsored Projects Office will process the gift in accordance with University policy and submit documentation to Property Management. Property gifted to the University to be used at the Laboratory is barcode tagged, entered into the Asset Management System and is managed in accordance with Property Management policy. Title is reflected in the Asset Management System as resting with the University.

18.4 Controlled Materials

The following materials are controlled:

- Sealed radioactive sources—EH&S Division controls this activity.
- Hypodermic Needles, Syringes and Potable Alcohol are managed and physically controlled, from receipt to the point of use, at the division level, to prevent improper or illegal use.

- Returnable Containers: Containers furnished by vendors are controlled administratively and physically by the divisions to ensure their prompt return to the vendor for credit.
- Chemicals: Chemicals are controlled by ES+H.

18.5 Materials and Equipment in Stores

The Laboratory does not have a Stores Operation. A Shop Stock operation exists in the Facilities Management Division and its use is restricted to that Division. Facilities Management is responsible for any and all Stores policies and procedures.

18.6 Property Reports

The Laboratory provides the DOE with the following annual and on-occurrence property reports:

Annual

- Exchange/sale transactions.
- Excess property furnished to nonfederal recipients.
- Precious Metals.
- Stolen Property Report.
 - Loss, Damage, Destruction (quarterly)
 - On Line Sales (quarterly)
 - Balanced Score Card (quarterly)

On Occurrence

- Physical inventories of controlled property.
- Physical inventories of sensitive property.
- Walk-Through reports.

19.0 Fleet Management

In accordance with the prime contract, the Laboratory will comply with all applicable vehicle fleet regulations and/or will meet the requirements and regulations of the GSA Fleet Management organization. (Title 41 CFR 109, 41 CFR 102-5 and 102-34, and Executive Order 13149)

19.1 Use of Laboratory-Furnished Vehicles

Laboratory-furnished vehicles must be used solely for official use. The driver of any Laboratory-furnished vehicle must produce a valid California driver's license. Any passengers must also be on official business. It is Laboratory policy not to require employees to use privately owned vehicles on official business.

19.2 Vehicle Reports

The Laboratory will provide the following reports to DOE according to the schedule below:

Annual

- Motor vehicle/truck data.
- Unused passenger vehicle authorizations.
- Exempt motor vehicles.
- Annual forecast of passenger vehicles.
- Annual motor vehicle use objectives.

Quarterly

- Motor vehicle use.

On Occurrence

- Lost/stolen license plates.

APPENDIX A

CONTROLLED SUBSTANCE PROTOCOL

APPENDIX B

SENSITIVE ITEM LIST

FY 2007 Sensitive Item List

Lawrence Berkeley Laboratory

March 1, 2007

Sensitive property is defined as property that is highly portable, easily converted to personal use and is more susceptible to theft than other equipment. The property listed below is considered **sensitive property** regardless of its acquisition cost. Sensitive property must be barcode tagged and is subject to Laboratory inventory requirements.

| Sensitive Property Category | Descriptive Data * | Minimum Acquisition Value |
|---|--|-----------------------------|
| Portable Telephones | Satellite, wireless | No minimum acquisition cost |
| Computer Peripherals | External Hard Drives | No minimum acquisition cost |
| Multi-functional Office Equipment | Scanners, fax, copiers, digital senders | No minimum acquisition cost |
| Computers | Computer PC, Desktop, Laptop, Workstation | No minimum acquisition cost |
| Personal Digital Assistant with PC connection | Palm Pilot, Palm M505, Handspring, Blackberry | No minimum acquisition cost |
| Printers | All desk top printers | No minimum acquisition cost |
| Hand-Held Radios | Two-way | No minimum acquisition cost |
| Recorders/Players | Video (VCR), tape, dictation machines, digital, compact audio disc (CD), digital video disc (DVD), audiotape, MP3 Player | No minimum acquisition cost |
| | | No minimum acquisition cost |
| Still cameras and Digital cameras | Exceptions: Instant cameras, close-up, oscilloscope, x-ray, surveillance, and Charge Coupled Device (CCD) | No minimum acquisition cost |
| Video cameras | TV, movie, digital | No minimum acquisition cost |
| Video Projector | Digital | No minimum acquisition cost |

*Descriptive data provided are examples of items included in the Sensitive Property Category and are not to be interpreted to be solely those items in the Category.

The above listing is effective for property purchased on and after March 1, 2007.

APPENDIX C

ANNUAL INVENTORY PLAN

LBNL FY 2008 Statistical Sample Inventory Plan

SCOPE

Lawrence Berkeley National Laboratory (LBNL) will conduct annual inventories, beginning on January 21, 2008 and concluding on April 30, 2008, to comply with Contracting Officer requirements for FY08. The inventories will include the following: 1) personal property (Sensitive and Controlled); 2) controlled substances and 3) precious metals.

The Property Management Group will be responsible for managing the overall inventory efforts and reporting the results to the appropriate parties. LBNL Programs will be responsible for conducting their inventory.

The FY 2008 Personal Property Inventory will consist of:

Sensitive and Controlled Property

1. All assets with an official name of "Computer-Laptop"
2. All assets with an acquisition amount equal to or greater than \$ 1M
3. Random statistical sample from the Sensitive category
4. Random statistical sample from the Controlled category

Controlled Substances

1. All controlled substances

Precious Metals

1. All precious metals

INVENTORY OWNERS

Property Management Group will be responsible for the planning and oversight of FY 2008 Statistical Personal Property Inventory. The statistical inventory will consist of four phases: 1) inventory planning 2) division physical inventory; 3) validation, 4) reporting; (see attachment A for Time Table).

The Property Management Group will be responsible for conducting the controlled substance inventory.

The Property Management Group will be responsible for conducting the precious metals inventory.

APPROVAL

The FY 2008 Statistical Inventory Plan will be submitted to DOE-BSO for approval by September 1, 2007.

LBNL

FY 2008 Statistical Sample Inventory Plan

PRELIMINARY REQUIREMENTS

Timeline

The following timeline is provided to document pre-inventory activities.

| Action | Approval Date |
|--------------------------------------|----------------------|
| Preliminary plan approved by DOE-BSO | September 1, 2007 |

Training

Property Management will provide training material and coordinate training sessions for divisions. Training will include an inventory manual, safety briefing, inventory plan and schedule overview, barcode reader operation, data uploading (where applicable), and reports.

Safety Review

Property Management Group will provide emphasis on safety awareness to all inventory participants. The awareness will be specifically designed to have participants conduct their inventory activities in a safe manner. Moreover, it will emphasize the importance of wearing proper equipment, as well as, personal safety.

System Preparation

Property Management Group will maintain barcode reader upload interface and conduct tests to ensure system reliability. Property Management Group will ensure that when an inventory item is scanned and the data uploaded, the event is recorded in the property database so the asset is counted as physically inventoried.

PHASE 1

Communication Plan

Property Management Group will provide the Institution with the scope and timeline of all inventory activities by November 16, 2007.

Statistical Sampling Methodology

EZ Quant Statistical Sampling program will be used to select the number of assets based on the following criteria:

1. Confidence level equal to 96%
2. Error rate percentage equal to 2%
3. Precision rate percentage equal to 1%

Freeze Inventory Baseline

The inventory baseline will consist of all active personal property items listed in the Sunflower database as of January 2, 2008.

LBNL

FY 2008 Statistical Sample Inventory Plan

PHASE 2

Division Physical Inventory

LBNL Divisions will have the responsibility of accounting for all items listed within their program(s) as of January 2, 2008.

Property Management Group will have the responsibility to inventory all items listed on valid loans, listed in AMS, as of January 2, 2008.

Property Management Group will have the responsibility to inventory all controlled substances purchased as of July 31, 2008. Inventory will be unannounced in 2008.

Precious metal holders will conduct a self inventory, following established self-inventory procedures by August 31, 2008. Inventory will take place July 1-August 31, 2008.

Valid Resolutions

Property:

Records that can be used to document that an item has been accounted for between January 21, 2008 and March 31, 2008, are as follows:

1. Bar code reader scan.
 - a. Scanning is the method of choice
2. Property Affidavit for assets off-site.
3. Automated verifications (AMS transactions that create inventory verification) during the inventory time frame
 - a. Inventory asset initial event
 - b. Excess asset initial event
 - c. Retirement
4. Documented Proof (Based upon receipt or execution after the beginning date of the Time Period, listed in the table at I. B)
 - a. Valid shipping document
 - b. Return to Vendor (RTV)
5. Records that can be used to document that an item has been accounted for between January 21, 2008 and March 31, 2008 are as follows:
 - a. Inventory Manager Approvals
 - b. Inventory Affidavit
 - c. Other transactions as deemed appropriate by the Inventory Manager
6. Assets located and resolved during the validation period will be considered positive resolutions.

Note: A copy of all documentation used to create an inventory resolution in Sunflower Assets **must** be submitted to the Property Management Group for recordkeeping.

LBNL

FY 2008 Statistical Sample Inventory Plan

Inaccessible Items

If property is inaccessible due to safety or operational reasons, the Division Property Representatives or inventory designees will complete an inventory affidavit identifying the property item(s), location, and statement regarding the reason the item(s) could not be physically inventoried.

Reporting Status

After the Division physical inventory begins, Property Management Group will generate weekly reports stating inventory standings to date. These reports will be forwarded to the Division's Property Representatives for dissemination to appropriate division personnel. The reports will be as follows:

1. Lab wide rollup results;
2. Division-level results, sorted by division;
3. Associate Directorate level, sorted by directorate

Property Management Group will post official communications regarding the FY 2008 Statistical Inventory on the "Today at Berkeley Lab".

Controlled Substance

All controlled substances will be weighed or measured by volume, whichever is appropriate for the substance. Written documentation must identify usage.

Precious Metal

Precious metals will be weighed. The custodian's estimate of weight is acceptable for metals that are inaccessible due to being incorporated into an experiment. All usage must be documented in writing.

Individual metals with a value of less than \$ 250 assigned to a custodian are considered used and not subject to inventory.

Database Integrity

Division Property Representatives or inventory designees will take notes on property that requires action to meet Property Management Group compliance and follow-up with appropriate action:

| | |
|---|---|
| Property meeting tagging criteria but is not tagged | Division Property Representatives or inventory designees will contact Property Management Group for appropriate action. |
| Weathered or damaged tags in need of replacement | Division Property Representatives or inventory designees will put in a retag request to Property Management Group. |
| Property tag numbers scanned but not set up in Sunflower | Division Property Representatives or inventory designees will contact Property Management Group to review whether a tagging request is appropriate. |
| Property tagged in error and not meeting tagging criteria | Division Property Representatives Group or inventory designees will contact Property Management for appropriate action. |

Database integrity efforts will not affect the number of items in the inventory base.

LBNL

FY 2008 Statistical Sample Inventory Plan

Document Controls

The Property Management Group will maintain records of all official communications, status reports, validation results, reconciliation documentation, off-site documentation and training records in a centralized location

Divisions will submit "Retirement" packets to Property Management Group by April 11, 2008.

Performance threshold will be:

98.0% AMS assets located to achieve minimum requirement.

99.0% AMS asset cost located to achieve minimum requirement.

PHASE 3

Validation

Property:

The validation will be performed subsequent to the divisions performing the inventory and will be based on a random statistical sample. Two separate random samples will be drawn to validate the inventory:

1. a random statistical sample will be drawn from the original inventory population of assets that were successfully scanned during the inventory,
2. a random statistical sample will be drawn from the original inventory population of assets that were inventoried via the Inventory Affidavit

A Berkeley Site Office representative will participate in all validations

The inventory validation process, sample size, and final report will be determined in coordination with DOE-BSO, prior to the completion of the inventory.

The Property Management Group selects a sampling of items from the inventory base to resolve and compares its resolutions to that of the divisions. Validation items are selected by random sampling the

inventory base of closed (resolved) items. A random sampling application is applied to the inventory base to select the items.

Controlled Substance

The inventory of controlled substances covers 100 % of qualified material, is conducted by a member of the Core Property Management Group and is not validated.

Precious Metals

The inventory of precious metals in 2008 is a self inventory conducted by the Custodian and validated by random statistical sampling by the Precious Metals Office (member of the Core Property Management Group).

LBNL
FY 2008 Statistical Sample Inventory Plan

PHASE 4

Inventory Analysis

1. Appropriate actions will be taken as a result of this analysis. This may include:
 - a. Security, and/or line management – custodial and location issues
 - b. Process action team, and/or management to resolve issues i.e., process and/or equipment issues
2. Unlocated assets will be analyzed to determine trends, such as:
 - a. Custodians with multiple inventory losses
 - b. Locations with high number of losses
 - c. Similarity of nomenclature or type of assets
 - d. Reasons for loss of equipment

Reporting

1. The Property Management Group will be responsible for reporting inventory results to:
 - a. Senior Laboratory management
 - b. DOE-BSO
 - c. Security
 - d. Divisional Property Representatives
 - e. DEA for the Controlled Substance Inventory
2. Property representatives will provide inventory results to:
 - a. Division management
3. The Property Management Group will provide sufficient information to Property Accounting to allow the necessary write off of assets from the financial records to take place.

Maria C. Robles
Contracting Officer

Date

LBNL FY 2008 Statistical Sample Inventory Plan

Attachment A

FY 2008 Statistical Personal Property Inventory Time Table

| # | Task | Start | Finish |
|---|---|------------------|--------------------|
| 1 | FY'08 Statistical Inventory | January 21, 2008 | April 30, 2008 |
| 2 | Inventory Base Frozen | January 2, 2008 | January 2, 2008 |
| 3 | Divisions Physical Inventory | January 21, 2008 | March 31, 2008 |
| 4 | Divisions submit "Retire" packets to Property Management Division | April 1, 2008 | April 11, 2008 |
| 5 | Validation | April 14, 2008 | April 18, 2008 |
| 6 | Reporting | April 21, 2008 | April 30, 2008 |
| 7 | Controlled Substance Inventory | Unannounced | September 30, 2008 |
| 8 | Precious Metals Inventory | July 1, 2008 | August 31, 2008 |

Attachment B

Statistical Sample – Summary as of August 2006

| | Assets | Acquisition Value |
|---|--------|-------------------|
| Sensitive Assets | 13,312 | \$40,238,422 |
| Controlled Assets | 8,336 | \$594,439,031 |
| Total Assets | 21,649 | \$634,677,033 |
| Statistical Sample size based on the sampling criteria | 3,550 | |
| Computer Laptops (Asset with an official name of Computer-Laptop) | 856 | |
| Assets with an acquisition value equal to or greater than \$1,000,000 | 37 | \$245,796,369 |

EZ Quant Statistical Sampling program will be used to select the number of assets based on the following criteria:

1. Confidence level equal to 96%
2. Error rate percentage equal to 2%
3. Precision rate percentage equal to 2%

The EZ Quant Statistical Sampling criteria are a deviation from the approved 5 year plan as discussed with the Contracting Officer.

Note:

The above mentioned is as of August 31, 2007. Dollar values are subject to change due to day-to-day activities.

LBNL
FY 2008 Statistical Sample Inventory Plan
Inventory Affidavit

FY2008 Statistical Sample Inventory Verification

The purpose of this Inventory Affidavit is to affirm that the signer of this document has physically verified the applicable property item(s) and the following data points: DOE property number, manufacturer name, model number, and serial number. By signing this affidavit, the property custodian of record or Property Management personnel has attested to the accuracy of the information contained.

The Property Management Group will utilize this signed affidavit as confirmation of a valid inventory resolution of the applicable property item(s).

Please complete all information requested from the data on the actual property item, sign, date, and submit the affidavit to Property Management Group for approval.

United States Government Property Information:

| | |
|-----------------------------|-------|
| ↳ DOE Property Number: | _____ |
| ↳ Manufacturer Name: | _____ |
| ↳ Asset Description: | _____ |
| ↳ Model Number: | _____ |
| ↳ Serial Number: | _____ |
| ↳ Asset Location Bldg./Rm.: | _____ |
| ↳ Steward: | _____ |

Reason why the above asset was not barcode scanned:

"My signature affirms and attests that I have physically verified the information above from the actual property item."

| | | |
|--|------------|-------------|
| _____ | _____ | Date: _____ |
| <input type="checkbox"/> Custodian of Record Signature | Employee # | |

| | |
|--|-------------|
| _____ | Date: _____ |
| <input type="checkbox"/> Property Representative Signature | |

| | |
|---|-------------|
| _____ | Date: _____ |
| <input type="checkbox"/> Business Manager Signature | |

Approval:

| | |
|---|-------------|
| _____ | Date: _____ |
| <input type="checkbox"/> Property Management Division Signature | |

LBNL
FY 2008 Statistical Sample Inventory Plan

FY2008 Statistical Sample Inventory Retagging Form

Please complete all information requested from the data on the actual property item, sign, date, and submit the affidavit to Property Management Group for approval.

United States Government Property Information:

↳ DOE Property Number: _____

↳ Manufacturer Name: _____

↳ Asset Description: _____

↳ Model Number: _____

↳ Serial Number: _____

↳ Asset Location Bldg./Rm.: _____

↳ Steward: _____

↳ New LBL/DOE #: _____

Reason why the above asset needs to be retagged:

☐ Property Representative Signature

Date: _____

United States Government Property Information:

↳ DOE Property Number: _____

↳ Manufacturer Name: _____

↳ Asset Description: _____

↳ Model Number: _____

↳ Serial Number: _____

↳ Asset Location Bldg./Rm.: _____

↳ Steward: _____

↳ New LBL/DOE #: _____

Reason why the above asset needs to be retagged:

☐ Property Representative Signature

Date: _____

APPENDIX D

GLOSSARY

Glossary

Administratively controlled items

Those personal property items for which there is no Departmental requirement for formal property records to be maintained, but for which DOE offices have determined that property records will be maintained for various control purposes.

Approving authority

The OPMO or other designated individual authorized to approve a loan.

Automatic data processing equipment

(See definition for information technology)

Note: This cross-reference will serve as a transitional reference until the term information technology is used more broadly within the DOE Complex.

Book value

Acquisition cost less depreciation.

Borrower

A DOE office, contractor, facility or other Federal, State, or local government agency or other organization that can provide a valid Federal contract number or other official basis for the loan of property.

Component

One of the parts that make up a system. A component may be hardware, software, or firmware and may be subdivided into other components.

Contracting activity

An organizational element that has the authority to award and administer contracting and financial assistance instruments.

Contracting Officer

An employee authorized to enter into, administer, and/or terminate contracts, financial assistance awards, leases, and/or sales contracts and make related determinations and findings.

Demilitarization

The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or material, using the methods specified in the Defense Demilitarization Manual, DoD 4160.21-M-1.

DOE Contractor

An on-site contractor, such as a management and operating (M&O) contractor, an environmental restoration and management contractor, or other major prime contractor located at a DOE site, having a contract that includes DOE O 580.1 as a contract requirement.

DOE Financial Assistance Rules

The DOE regulations that establish a uniform administrative system for application, award, and administration of assistance awards, including grants and cooperative agreements.

DOE organization

- A DOE Federal management activity, such as an Operations Office, Support Office, Field Office, Area Office, Site Office, and Project Office.
- DOE laboratory staffed by Federal employees.
- The NNSA, except where specifically excluded.

DOE screening period

The period of time that reportable excess personal property is screened throughout DOE for reutilization purposes and, for selected items, through the Used Energy-Related Laboratory Equipment (ERLE) Grant Program.

Departmental Motor Equipment Fleet Manager

The individual responsible for developing and implementing DOE motor equipment policy and for conducting oversight of the DOE motor equipment program. The individuals designated as Property Executives are the Departmental Motor Equipment Fleet Managers for their respective organizations.

Direct operations

Operations conducted by DOE personnel.

Disposal

The process of redistributing, transferring, donating, selling, abandoning, destroying, or other disposition of Government-owned personal property.

Domestic loan

The temporary transfer of idled U.S. Government property or materials to a DOE office or contractor, laboratory, or other government entity for uses that will benefit the U.S. Government and the borrower.

Education-related and Federal research equipment

Includes but is not limited to DOE-owned property in FSCG 34, 36, 41, 52, 60, 61, 66, 67, 70, and 74, and other related equipment, which is deemed appropriate for use in improving math and science curricula or activities for elementary and secondary school education, or for the conduct of technical and scientific education and research activities.

Educationally useful Federal equipment

Computers and related peripheral tools (e.g., printers, modems, routers, and servers), including telecommunications and research equipment, which are appropriate for use in pre-kindergarten, elementary, middle, or secondary school education. It also includes computer software, where the transfer of licenses is permitted.

Elementary and secondary schools

Individual public or private educational institutions encompassing kindergarten through twelfth grade, as well as public school districts.

Eligible institution

Any nonprofit educational institution of higher learning, such as universities, colleges, junior colleges, and technical institutes or museums located in the United States and interested in establishing or upgrading energy-oriented education programs.

Eligible recipient

Local elementary and secondary schools and nonprofit organizations.

Energy-oriented education program

One that deals partially or entirely in energy or energy-related topics.

Equipment

For property management purposes, any item of personal property having a unit acquisition cost of \$5,000 or more and having the potential for maintaining its integrity (i.e., not expendable due to use) as an item.

Equipment held for future projects

Equipment being retained, based on approved justifications, for a known future use, or for a potential use in planned projects.

Especially designed or prepared property

Equipment, materials, and technology designed or prepared especially for use in the nuclear fuel cycle and described in the International Atomic Energy Agency Information Circular 254 Part 1, the Nuclear Suppliers Group Trigger List.

Experimental vehicle

A vehicle acquired solely for testing and research purposes or otherwise designated for experimental purposes. Such vehicles are the object of testing and research as differentiated from those used as vehicular support to testing and research. Experimental vehicles are not used for passenger carrying services unless required as part of a testing/evaluation program, and are not subject to statutory price limitations or authorization limitations.

Export controlled information

Unclassified U.S. Government technical information under DOE cognizance that, if proposed for export by the private sector, would require a Department of Commerce or Department of State validated license or a DOE authorization, and which, if given uncontrolled release, could reasonably be expected to have adverse affect on U.S. national security or nuclear nonproliferation objectives.

Export controlled property

Property which is subject to licensing by the U.S. Department of Commerce, the U.S. Department of State or the U.S. Regulatory Commission, or authorization by the U. S. Department of Energy.

Facility in standby

A complete plant or section of a plant, which is neither in service or declared excess.

Facilities under DOE field organization cognizance

National laboratories, production plants, and project sites managed and operated by DOE contractors or subcontractors.

Foreign

Any area outside the United States, Puerto Rico, American Samoa, Guam, the Trust Territory of the Pacific Islands, and the Virgin Islands.

Foreign loan

Any foreign shipment of government property or materials to a non-DOE recipient, and which property or materials does not involve joint exercises or joint use between DOE and the foreign recipient for uses that will benefit the U.S. Government and the borrower. The following are not considered foreign loans:

- Property used by DOE and DOE contractors for meetings or brief assignments on foreign soil;
- Property used by DOE and DOE contractors on extended assignments on foreign soil;
- Property specifically identified in Treaties or International Agreements;
- Property sent out for repairs or maintenance; and
- Property specifically identified in joint research and development projects, collaborative agreements, joint experiments, or other joint use agreements.

Foreign Service post

The local diplomatic or consular post in the area where the excess personal property is located.

Hazardous property

Any personal property, including scrap or waste, that is ignitable, explosive, corrosive, reactive, or toxic because of its quantity, concentration, or physical, chemical, or infectious characteristics, or that is deemed a hazardous material, chemical substance or mixture, or hazardous waste under the Hazardous Material Transportation Act, the Resource Conservation and Recovery Act, or the Toxic Substances Control Act. Such property can be in solid, liquid, semi-liquid, or contained gas form and may cause or significantly contribute to an increase in mortality or illness, or pose present or potential hazards to human health or the environment when improperly used, treated, stored, transported, disposed of, or mismanaged. Among other things, it includes hazardous materials and hazardous wastes as defined in the FPMR.

Head of the Contracting Activity

The head of a Departmental element who has been delegated authority by the Director for Procurement and Assistance Management to: award and administer contracts, sales contracts, and/or financial assistance instruments; appoint contracting officers, OPMOs or PAs to represent him/her in administering all contract requirements and obligations relating to Government personal property; and exercise the overall responsibility for managing the contracting activity.

Heads of field organizations

The heads of any Departmental office located outside the Washington, D.C. metropolitan area. In addition, the Federal Energy Regulatory Commission and the Office of Headquarters Procurement Operations are considered field organizations for purposes of the DOE 580 series directives.

High risk personal property

Property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled, and disposed of in other than the routine manner. The categories of high risk property, defined separately in this chapter.

Idle property

Property or material that is not currently being used but that is not excess.

Information technology

Any equipment, or interconnected system or subsystem of equipment, which is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. Information technology requires high risk controls when it meets any one or more of the following conditions:

- It was used to process classified information, unclassified controlled nuclear information, or export controlled information;
- It cannot be certified as sanitized, ensuring all data, information, and software has been removed from the equipment; and
- It is a computer, or series of computers, categorized by the Department of Commerce as a "high performance computer" or "general purpose computer" and has a composite theoretical performance capability exceeding a specified MTOPS.

Initiator

The property custodian, Loan Agreement Coordinator, or other authorized individual who originates or establishes the loan.

Inventories

Stocks of stores, construction, supplies, and parts used in support of DOE programs.

Inventory by exception

A physical inventory method used to verify and document the existence and location of those items of property whose existence and location have not been verified and documented since the last physical inventory. This method may be used for property that is subject to calibration, maintenance, movement, network operation, or some other form of activity that is documented by a controlling entity.

Inventory management

The efficient use of methods, procedures and techniques for recording, analyzing, and adjusting inventories in accordance with established policy. The following related functions are included:

- Providing adequate protection against misuse, theft, and misappropriation.
- Providing accurate analyses of quantities to determine requirements so that only minimal obsolescence losses will be encountered, while ensuring adequate inventory levels to meet program schedules.
- Providing adequate and accessible storage facilities and services based upon analyses of program requirements so that a minimum and economical amount of time is required to service the program.

Lender

The Federal agency or contractor organization responsible for property being loaned.

Loan agreement coordinator

The DOE or contractor individual who is responsible for documenting and controlling property on DOE loan agreements.

Military property

Tangible assets that have an estimated useful life of two or more years; are not intended for sale; are intended to be used or available for use in the performance of military missions (to include equipment used in training) and are valued at \$100,000 or more.

Mixed facility

A facility that is partially DOE-owned and partially contractor owned. The definition does not apply to a facility that is partially owned by an educational or other nonprofit institution under a basic research contract with DOE.

Motor equipment

Any item of equipment which is self-propelled or drawn by mechanical power, including motor vehicles, motorcycles and scooters, construction and maintenance equipment, materials handling equipment, and watercraft.

Motor Equipment Fleet Manager

The individual responsible for directing the operation of the motor equipment fleet.

Motor vehicle

Any equipment, self-propelled or drawn by mechanical power, designed to be operated principally on highways in the transportation of property or passengers.

Munitions List Items

Any item contained in the U.S. Munitions List, 22 CFR 121.

Nuclear weapon components or nuclear weapon-like components

Parts of whole war reserve nuclear weapons, or of joint test assemblies, trainers, or test devices, including associated testing, maintenance, and handling equipment, or simulate such parts. If the items are classified, the Atomic Energy Act of 1954, as amended, determines their disposition. If the items are unclassified, their disposition is determined by DOE technical experts on the basis of reviews approved by the Director of the Office of Nonproliferation and National Security.

Nuclear Suppliers Group Dual-Use List

Nuclear-related material, equipment, and related technology as described in the International Atomic Energy Agency Information Circular 254 Part 2.

Nuclear Suppliers Group Trigger List

Nuclear material, equipment, and related technology as described in the International Atomic Energy Agency Information Circular 254 Part 1.

Organizational Motor Equipment Fleet Manager

The Federal individual responsible for establishing and administering the organization's motor equipment program.

Organizational Property Management Officer

The individual, designated by the Head of a Contracting Activity, responsible for establishing and administering the organization's personal property management program.

Personal property

Property of any kind, except for:

- Real estate, interests therein (such as easements and rights-of-way), and permanent fixtures which are Government owned, chartered, rented, or leased from commercial sources by and in the custody of DOE or its contractors.
- Source, byproduct, special nuclear materials, and atomic weapons as defined in section 11 of the Atomic Energy Act of 1954 (42 U.S.C. 2014), as amended.
- Petroleum in the Strategic Petroleum Reserve and the Naval Petroleum Reserves.

Personal property management

The development, implementation, and administration of policies, standards, programs, practices and procedures for effective and economical acquisition, receipt, storage, issue, use, control, physical protection, care and maintenance, determination of requirements, maintenance of related operating records, and disposal of personal property (exclusive of the property accounting records).

Precious metals

Uncommon and highly valuable metals, including gold, silver, and the platinum group metals—platinum, palladium, rhodium, iridium, ruthenium and osmium.

Procurement Executive

An individual designated by the Secretary, pursuant to section 16(3) of the Office of Federal Procurement Policy Act, to manage and direct the acquisition system of the executive agency, including the implementation of unique acquisition policies, regulations, and standards of the executive agency. The Under Secretary of Energy, the Administrator of NNSA, and the Director of Procurement and Assistance Management are designated Procurement Executives.

Proliferation-sensitive property

Nuclear-related or dual-use equipment, material, or technology described in the Nuclear Suppliers Group Trigger List and Dual-Use List or equipment, material or technology used in the research, design, development, testing, or production of nuclear weapons.

Property Administrator

The individual designated as the authorized representative of the Contracting Officer assigned to administer the contract requirements and obligations relating to Government personal property, including, but not limited to, evaluating contractor personal property management programs and making recommendations concerning acceptability of the contractor property management systems.

Property custodian

The DOE Federal or contractor individual who is responsible for the protection, control, and proper use of property under his or her stewardship.

Property Executive

An individual designated by a Procurement Executive as being responsible for the development, promotion, monitoring, administering, coordination and evaluation of the Department-wide personal property management program. The Director, Office of Resource Management and the Director of Procurement and Assistance Management, NNSA, are designated Property Executives.

Radioactive property

Any item or material which is radioactive or radioactively contaminated and which emits ionizing radiation in excess of background radiation as measured by appropriate instrumentation.

Sensitive items

Those items, regardless of value, that require special control and accountability because of susceptibility to unusual rates of loss, theft, or misuse, or due to national security and export control considerations. Items include, but are not limited to, weapons, ammunition, explosives, classified property, laptops, computers, personal digital assistants, other information technology equipment and removable components with memory capability.

Spare equipment

Items held as replacement spares for equipment in current use in DOE programs.

Special nuclear material

Plutonium, uranium 233, uranium enriched in the isotope 233 or in the isotope 235, any other materials that the Nuclear Regulatory Commission, pursuant to the Atomic Energy Act of 1954, as amended, determines to be special nuclear material, or material artificially enriched by the foregoing, but does not include source material.

Special purpose vehicles

Vehicles that are used or designed for specialized functions. They are not generally used to carry passengers, freight, or other materials. Vehicles other than passenger vehicles that are used only during a defined or special contingency, such as evacuation or other similar emergency, may also be classified as special purpose vehicles. These vehicles include, but are not limited to: trailers, semi-trailers, other types of trailing equipment, trucks with permanently mounted equipment (such as aerial ladders), construction and other types of equipment set forth in Federal Supply Classification Group (FSCG) 38, material handling equipment set forth in FSCG 39, and fire fighting equipment set forth in FSCG 42. For reporting purposes within DOE, motorcycles and motor scooters will also be reported as special purpose vehicles.

Stock record

A device for collecting, storing, and providing historical data on recurring transactions for each line item of inventory.

Sub-store

A geographically removed part of the main store's operation conducted as a subordinate element of it and subject to the same management policies and inventory controls.

Systems contracting

A materials management purchasing technique for the purchase of general, common-use, and repetitive supply items in a particular product family. An example is office supplies, purchased from a commercial vendor, that are needed for immediate use instead of purchasing in bulk for future use, storing in warehouses, and issuing to customers by use of a requisitioning system. Systems contracting and just-in-time contracting are synonymous.

Unclassified controlled nuclear information

U.S. Government information pertaining to atomic energy defense activities as defined in section 148 of the Atomic Energy Act of 1954, as amended. Such information can relate to aspects of nuclear weapons design, development, and testing; physical security; production; or utilization facilities.

United States Munitions List

Articles, services, and related technical data designated as defense articles and defense services by the Arms Export Control Act.

Watercraft

Any vessel used to transport people or material on water.